

Missouri State Library

# Show Me *Express*

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*Show Me Express features time-sensitive information about State Library programs and current news of interest to the Missouri library community.*

## New Collection in Missouri Digital Heritage

A new collection from the Missouri State Archives is now available through Missouri Digital Heritage. The [Missouri Department of Conservation Photograph Collection](#) includes thousands of images taken by Missouri Department of Conservation staff from 1903 to 1995. Topics include plants, wildlife, hunting, fishing, landscapes and department events and staff. The collection also includes a series of photographs donated to the department by the Missouri Outdoor Writers Association.

Explore more Missouri history collections at <http://www.MissouriDigitalHeritage.com>.

Institutions wishing to participate in Missouri Digital Heritage may contact [mdh@sos.mo.gov](mailto:mdh@sos.mo.gov).

## State Aid Certification Paperwork

It is time to file the State Aid certification paperwork. In order to be certified for fiscal year 2019, the following three (3) forms (see links) must be completed and submitted to the Missouri State Library by email, fax OR mail by July 31, 2018:

1. [State Aid Application](#)

2. [List of Trustees](#)— Please complete and return this form even if your library does not qualify for, or participate in, the State Aid program. The addresses are used for informational mailings to trustees.

3. [Certification of Compliance Form](#) – Public library certification of compliance with RSMo 182.255 and 182.287, to protect minors from materials considered pornographic, must be verified annually, no later than July 31. Indicate on the compliance form what filtering service is used by the library and the date it was implemented. If your library chooses not to filter, but utilizes a Board-approved policy for protecting minors from materials considered pornographic, a copy of the policy must be attached to the certification form.

Please notice the reporting is applicable to per capita funds received between July 1, 2017 and June 30, 2018 for all libraries, regardless of the individual library fiscal year. All forms can be accessed from the [Library Certifications: State Aid to Public Libraries 2018 webpage](#). Please submit all three forms at the same time, if at all possible.

If an alternate signature is used in place of a required signature (i.e. vice-president in place of the president), please remember to include a current copy of the section of board bylaws authorizing the alternate officer's signature.

Timely completion of the Public Library Survey is also a required part of the State Aid certification process.

If you have questions, please contact Debbie Musselman ([Debbie.Musselman@sos.mo.gov](mailto:Debbie.Musselman@sos.mo.gov), (573)751-2679) or Terry Blauvelt at [Terry.Blauvelt@sos.mo.gov](mailto:Terry.Blauvelt@sos.mo.gov), (417)895-6670).

## **Upcoming Continuing Education Opportunities from the State Library**

**Human Resources Practices Part Four: Discipline and Terminating Employees** webinar on Thursday, June 28, from 2-3 p.m.

Jenny Andrews and Karlie Hinman, of Sikich HR Consulting, will present information on discipline and terminating employees. Firing an employee is probably management's most unpleasant task. Most managers delay termination as long as they possibly can. They find reason after reason to avoid "the

moment of truth." And, finally, when they do get around to it, they frequently mishandle the termination, creating a variety of unnecessary problems for themselves and for their organizations. This webinar will target the progressive disciplinary process, performance improvement plan and termination process with a focus on the risks involved. Registration is online at [Human Resources Practices Part Four](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at [becky.wilson@sos.mo.gov](mailto:becky.wilson@sos.mo.gov).

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